



The County of Los Angeles Department of
Public Works Women's
Leadership Council presents



Women's Leadership Legacy Conference

Frequently Asked Questions

Thursday, November 14, 2013

Pasadena Convention Center / Ballroom

300 East Green Street

Pasadena, CA 91101

<http://www.pasadenacenter.com/index.php/facility-info/ballroom>

1) What is the Women's Leadership Legacy Conference?

The County of Los Angeles Department of Public Works Women's Leadership Council will host its fourth annual Women's Leadership Legacy Conference on November 14, 2013 at the beautiful Pasadena Convention Center. With the theme of "The You Revolution," the conference is expected to attract more than (600) professionals representing both the County of Los Angeles and surrounding cities.

<http://dpw.lacounty.gov/general/leadershipconference/>

2) What is the date & time of the event?

Thursday, November 14, 2013

7:30 am – 4:30 pm

3) When and where do I load-in/load-out?

Load In: Thursday, November 14, 2013 @ 6:00 – 7:30 am

All set up must be completed by 7:30am.

OPTION #1 – PARK YOUR CAR IN THE LOT FIRST AND HAND CARRY ITEMS THROUGH THE PCC BALLROOM FRONT ENTRANCE, no standing by on Green Street:

There are two entrances for PCC onsite parking:

Marengo Avenue to the west and Euclid Avenue to the east between Green Street and Cordova (\$10 per entry for the first 16 hours). If the parking lots get full, our staff will direct guests to the Paseo Colorado parking lot across the street (\$9 per entry). **Please see last page for map of the venue.** If your items are light and can be hand-carried, you do not have to use the loading dock. Please park and use the regular front entrance on 300 East Green Street.

OPTION #2 - PCC loading dock:

Use of the loading dock needs to be pre-arranged prior to the event date. Please email tanya@fresheventscompany.com before Friday, November 1st to confirm your use of the loading dock. From S. Marengo Avenue (128 S. Marengo Ave. - between Green St. and Cordova St.) enter and then drive down

the ramp that goes to the Loading Dock area. A parking attendant will assign you a temporary parking space in which you will have 30 minutes to unload your vehicle.

Please:

- (1) Use caution when driving and walking in the Dock area.
- (2) Unload your display and stock from your vehicle. Next, use one of the large freight elevators (elevator attendant to operate) to bring your display and stock up to the Ballroom and then bring them out to your booth. Please do this within the 30 minute allotted time.
- (3) Remove your vehicle from the Loading Dock area and relocate into a general parking structure.
- (4) Return and construct your display.
- (5) Garage clearance is 6'6" in the parking structure off of Euclid and Marengo. Any vehicles higher than that would need to make arrangements via the parking structure east parking booth, closest to Euclid. **Please see last page for map of the loading dock.**

There will be no storage facility during the event. Please plan and account for the transportation and delivery/pickup of any items or displays on the day of November 14, 2013 between 4:30 – 6:30 pm. It is required that all displays and material be out of the venue no later than 6:30 pm.

4) What types of collateral should I bring?

We recommend you bring your company collateral for (600) guests including brochures, pamphlets, press sheets, etc. and must be contained within your space. All collateral must be tastefully displayed and are subject to the approval of the producer. Any media "blurb" sheets are encouraged as guests are always interested in learning about who, what and where your product / service have been and who uses them! All items and signage must be free standing, the venue does not allow stapling, taping, etc.

5) Where do I ship my products or equipment before event?

All items must be brought onsite that day and removed after the event. The venue does not have the option to pre-ship prior to the event date.

If you are staying at the Hilton Pasadena (pasadena.hilton.com) you can arrange to ship packages there no more than (3) days prior to your check in date. Please be sure to include the name on your reservation and check in date on the shipping label to



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ensure your packages don't get lost. There are no fees for Hilton guests to ship packages.

6) Can I participate in the gift bag?

Yes, another great way to showcase your company to conference attendees is through the gift bag! If you would like to donate (600) or more gift bag items please let us know what your company would like to contribute. Some examples of great gift bag items are branded water bottles, branded padfolios, keepsakes, etc. At this time, brochures and pamphlets will not be accepted.

The deadline to confirm any gift bag submissions is before 5:00 pm PST on November 1st, 2013. Please email Tanya Vidhyarkorn (tanya@fresheventscompany.com) and include a detailed description and/or photo of your gift bag item with your submission.

Please see page 3 for a GIFT BAG shipping label.

7) Where do I park during the event?

There are two entrances for PCC onsite parking:

Marengo Avenue to the west and Euclid Avenue to the east between Green Street and Cordova (\$10 per entry for the first 16 hours). If the parking lots get full, our staff will direct guests to the Paseo Colorado parking lot across the street (\$9 per entry). ***Please see last page for map of the venue***

8) What space will I be assigned?

You will be provided (1) 6' table, a white linen/burgundy skirt and (2) chairs in each exhibitor space.

9) Hotel:

The Hilton Pasadena is located (2) blocks away from the Pasadena Convention Center

Hilton Pasadena

168 S. Los Robles Ave.
Pasadena, CA 91101

626.577.1000

pasadena.hilton.com

10) What do I do with trash?

Trash cans will be provided throughout the venue and replenished with trash bags throughout and during the event.

Any large boxes must be broken down and stacked neatly by your space and a representative will come and clear it for you. If you anticipate that you will need your own trash can for your space, please contact Tanya Vidhyarkorn (tanya@fresheventscompany.com).

11) Is there a place to store my personal items?

No, we suggest leaving all valuable items in your car. The venue and the event producer is not responsible for any lost or stolen property.

12) Do I have access to electricity and Wi-Fi?

Electricity and wi-fi can be ordered at an additional cost. See advanced prices below and kindly note prices will increase if not ordered prior to event date. Please contact Tanya Vidhyarkorn (tanya@fresheventscompany.com) to confirm order.

Power: \$40 per power outlet

Wi-Fi: For one user \$25



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GIFT BAG shipping label:

Gift Bag Shipment Address Label

To: Fresh Events Company
300 S. Raymond Ave., Ste. 2
Pasadena, Ca 91105
Event: PW Women's Legacy
% Amanda Ma
Re: Gift bag items

From: your company name
Must arrive between 11/1-11/7

This label is for gift bag items shipments **ONLY**

Products must be received between 11/1-11/7 for guaranteed inclusion.
Please make sure your products arrive within the receiving time frame.
Anything received before or after will be charged an additional \$150.

ALL deliveries (especially pallets) must be delivered inside of the facility.
Receiving facility does not have pallet jacks or forklifts for transporting large shipments.



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Map of venue:



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